



United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Animal and  
Plant Health  
Inspection  
Service

Washington, DC  
20250

Federal Relay Service  
(Voice/TTY/ASCII/Spanish)  
1-800-877-8339

October 24, 2002

SUBJECT: Annual Federal Equal Opportunity Recruitment  
Program Plan Certification and Accomplishment Report

TO: John Robertson  
Departmental Administration  
Office of Human Resources Management

Enclosed is the Animal and Plant Health Inspection Service Annual Federal Equal Opportunity Recruitment Program Plan. The report includes the significant agency accomplishments in support of recruiting, hiring, and advancing women and minorities including progress in implementing the Hispanic Nine-Point Plan.

Currently, there is no accurate system in place to monitor or track career development of employees who participate in Government-wide or Agency Career Development Programs (RNO and Gender). The USDA "TRAI" reporting system includes data on a limited number of training categories.

If you have questions or require additional information, please call me on (202) 720-7830 or Gloria Rogers, Employment Compliance Manager on (301) 734-6139.

*Njeri Kumiwa Mwalimu*

Njeri Kumiwa Mwalimu, Deputy Director  
Civil Rights Enforcement and Compliance

cc: William Hudnall, Deputy Administrator, MRPBS  
Ellen King, Assistant HR Officers, HR  
Karen Benham, Assistant HR Officers, HR



**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
PLAN CERTIFICATION-FISCAL YEAR 2002**

Please type or print clearly and return this sheet with original signature to:

Maria Mercedes Olivieri  
Assistant Director for Diversity  
U.S. Office of Personnel Management  
1900 E Street, NW, Room 2445  
Washington, DC 20415-9800

A. Name and Address of Agency

**Animal and Plant Health Inspection Service  
1400 Independence Avenue, SW  
Room 1137-South Building  
Washington, DC 20250**

B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and FAX numbers.)

**Anna P. Grayson  
Director, Civil Rights Enforcement and Compliance  
(202) 720-6312 – Office  
(202) 720-2365 – FAX**

C. Name and Title of Contact Person (Include address, if different from above, and telephone and FAX numbers.)

**Njeri Kumiwa Mwalimu  
Deputy Director, Civil Rights Enforcement and Compliance  
(202) 720-7830 – Office**

**Certification:**

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field or installations.

**SIGNATURE** Njeri Kumiwa Mwalimu

**DATE** October 24, 2002

**Federal Equal Opportunity Recruitment Program Plan**

**Fiscal Years 2002 – 2003**

**And**

**Fiscal Year 2002 FEORP Accomplishments**



**NUMBER OF EMPLOYEES NEEDED TO REACH PARITY WITH THE  
CIVILIAN LABOR FORCE IN EACH PATCO CATEGORY**

**Under-representation exists, for a number of EEO groups in the Professional, Administrative, Technical, Clerical, Other and Wage Grade categories. To be in line with the Civilian Labor Force, the number of employees needed to reach parity in each PATCO category are as follows:**

**Numbers Needed to Reach Parity by Race and Gender**

PATCO CATEGORY	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
Professional	302	0	14	0	0	0	12	0	0
CLF %	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.2	0.2
Administrative	0	0	0	1	1	9	8	0	0
CLF %	40.4	3.6	5.3	2.6	2.6	1.4	1.4	0.3	0.3
Technical	127	0	0	0	0	0	0	0	0
CLF %	42.9	3.6	6.6	3.2	3.4	1.9	1.6	0.4	0.4
Clerical	22	4	0	0	0	3	3	0	0
CLF %	63.4	2.8	9.6	1.7	5.2	0.8	1.9	0.1	0.5
Other	0	0	0	1	0	1	0	1	0
CLF %	11.2	9.7	3.2	4.8	1.0	1.2	0.3	0.9	0.2
Wage	0	2	2	0	1	1	1	1	1
CLF %	9.8	9.1	2.2	8.7	1.5	1.7	0.5	0.8	0.2

**Under-representation is determined by comparing the percent of representation in APHIS with percent in the same category of employment in the Civilian Labor Force.**



**Animal and Plant Health Inspection Service  
Fiscal Years 2002-2003  
Federal Equal Opportunity Recruitment Program Plan**

**Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.**

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**OBJECTIVE:** To address under-representation through both internal movement and external recruitment.

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Action Items	Responsible Official(s)	Target Date
1. Train all recruiters by enhancing interpersonal skills and increasing cultural sensitivity.	Human Resources	Fiscal Years 2002-2003
2. Advertise, where appropriate, positions as multi-graded; for example GS 7/9/11 or GS 11/12/13, wherever under representation exists.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
3. Examine the automative system established for identifying applicants prior to interviews and/or job fairs.	Human Resources	Fiscal Years 2002-2003
4. Restructure positions vacated through attrition to allow for recruitment at lower levels.	Managers/Supervisors	Fiscal Years 2002-2003
5. Focus on internal recruitment, using a variety of staffing techniques, such as expansion of the Career Enhancement Program, and IPA agreements.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
6. Utilize recruitment strategies that have the best track record of attracting qualified members of the underrepresented groups.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
7. Broaden the "Area of Consideration" on vacancy announcements to attract employees of underrepresented groups when sufficient numbers of the groups do not exist internally.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
8. Ensure that diverse representation exists among all recruitment teams.	Human Resources	Fiscal Years 2002-2003
9. Ensure that Individual Development Plans or Learning Contracts are in place and implemented by each program unit for their employees.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
10. Develop or modify recruitment and	Human Resources	Fiscal Years

retention packages for Supervisors and Team Leaders.		2002-2003
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## Recruitment Plan (con't)

**Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.**

**OBJECTIVE:** To address under-representation through both internal movement and external recruitment.

Action Items	Responsible Official(s)	Target Date
11. Provide information and training to managers and employees on subjects such as the operation of merit promotion plans, qualification requirements for various career ladders, methods of obtaining qualifications, and opportunities for alternate entry into various occupations.	Human Resources	Fiscal Years 2002-2003
12. Participate in career and job fairs, career days at high school and colleges to fill actual vacancies.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
13. Coordinate recruitment efforts within the Agency where appropriate to obtain maximum effectiveness and efficiency.	Human Resources	Fiscal Years 2002-2003
14. When paid advertising is used for recruitment ensure that minority media is included.	Human Resources	Fiscal Years 2002-2003
15. Monitor recruitment and hiring statistics to determine if more women and minorities are hired in occupational series where under representation exists.	CREC□	Fiscal Years 2002-2003
16. Review EEO work force profile provided by the CREC staff on under representation by race, gender, grade level and occupational series.	Managers/Supervisors	Fiscal Years 2002-2003

## Accomplishments

1. APHIS conducted a training session for recruiters in July 2002. Approximately 30 recruiters attended the training.
2. APHIS continues to advertise where appropriate, positions as multi-graded wherever under-representation exists.
3. APHIS continues to actively participate in the Career Intern Program. APHIS serves as the MRP Career Intern Program Coordinator. MRP has developed the program policies and procedures (SOP) for implementation of the Career Intern Program in MRP.
4. APHIS continues to broaden the "Area of Consideration" on vacancy announcements to attract employees of underrepresented groups. Vacancy announcement are distributed to HBCUs, HSIs and TCUs.
5. APHIS developed a Multi-Year 2002-2003 Affirmative Employment Program Plan for Women and Minorities for each Program within APHIS. Plans include noteworthy accomplishments, problem statements, objectives, and action steps for the eight EEOC program elements.



6. The Deputy Administrator for Plant Protection and Quarantine (PPQ) signed a Learning Contract Policy on May 23, 2002. This document requires the use of Learning Contracts by all employees as a tool to align the learner's development with PPQ's mission, vision, and values.
7. APHIS continues to participate in career and job fairs, career days at high school and colleges to fill actual vacancies.
8. APHIS developed a comprehensive training program to be presented as the Civil Rights Training Academy. The Academy will provide a 3-day training session for all APHIS managers and supervisors. The training will be interactive and cover Title VII Employment, Title VI Program Delivery, Section 504 of the Rehabilitation Act (Disability), and other civil rights program requirements. The Academy will operate from APHIS' Professional Development Center in Frederick, Maryland.
9. APHIS is in the process of securing a contract with TrueCareers, an on-line job board. TrueCareers is similar to Monster.com and Hot Jobs, but 90% of the candidates in their database are college graduates. APHIS hopes that this company will help with its recruiting efforts.
10. APHIS is in the process of acquiring a LYRIS (List Manager/List Server) that will give HRO the ability to announce vacancies to college/universities, professional organization and potential employees who subscribe to a weekly mailing list of new vacancy announcements.
11. APHIS in conjunction with MRP developed a relationship with the Employer Assistance Referral Network (EARN) to increase representation of people with disabilities.
12. APHIS exceeds the total number of new hires for persons with disabilities – 50 employees with reported disabilities and 8 employees with targeted disabilities.



**Hispanic Employment Initiative: Nine Point Plan**  
**To reverse the under representation of Hispanic employees in senior level positions.**

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**OBJECTIVE:**      To increase the representation of Hispanics in decision making positions.

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Action Items	Responsible Official(s)	Target Date
1. Establish an internal Affirmative Employment Mentoring Program to encourage and motivate people to pursue higher education and careers in APHIS.	CREC	Fiscal Years 2002-2003
2. Promote the participation of Hispanics in Leadership Development Programs	Managers/Supervisors	Fiscal Years 2002-2003
3. Develop recruitment strategies to increase the representation of Hispanics in mid and senior levels.	Human Resources CREC SEPMs	Fiscal Years 2002-2003
4. Utilize Student Employment Programs to identify job opportunities for Hispanic Students.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
5. Analyze Hispanic representation in APHIS' workforce to identify targeted recruitment strategies.	Human Resources CREC	Fiscal Years 2002-2003
6. Communicate with HACU college and university officials and express a desire to hire graduates.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
7. Utilize established co-op education appointments with colleges and universities with high Hispanic enrollments.	Human Resources Managers/Supervisors	Fiscal Years 2002-2003
8. Participate in career days, job fairs, conferences, and community activities primarily by Hispanics.	Human Resources Managers/Supervisors SEPMs	Fiscal Years 2002-2003
9. Implement the White House Initiative on Educational Excellence for Hispanic Americans.	Human Resources	Fiscal Years 2002-2003
10. Utilize the Presidential Management Intern (PMI) Program for recruiting converting and advancing minority students.	Human Resources	Fiscal Years 2002-2003
11. Encourage participation in the HACU National Internship Program.	Human Resources	Fiscal Years 2002-2003
12. Establish and distribute directives to managers, supervisors, and employees outlying the HSI programs.	CREC	Fiscal Years 2002-2003
13. Prepare annual reports of APHIS participation in special student programs and initiatives.	CREC	Fiscal Years 2002-2003
14. Provide data and information to the Administrator's Management Team on the progress of participants in the Scholar's Program.	CREC	Fiscal Years 2002-2003

## Accomplishments

1. APHIS management supports the White House Initiative on Education Excellence for Hispanic Americans. Accountability and expectations are communicated to managers and supervisors during performance evaluations, annual meetings, and work conferences.
2. APHIS continues to saturate various Hispanic communities with employment information by attending numerous career fairs at Hispanic Serving Institutions throughout the U.S. and Puerto Rico. APHIS has provided employment information to the following organizations:  
  
Texas A&M University  
LULAC (League of United Latin American Citizens Annual Convention)  
New Mexico State University  
University of Nebraska  
Kansas State University  
Arizona State University
3. The PMI Program is continually being marketed to managers and selecting officials as an excellent hiring option in APHIS.
4. APHIS continues to participate in the various summer intern programs and offers selected students' employment during the summer. APHIS has used full range of appointments available under the student employment programs.
5. APHIS employees continually participate in school mentoring programs through the "Partnership-In-Education" program. This fiscal year APHIS has added additional schools with high Hispanic student population to participate in the annual Essay Contest which offers summer employment to the winning students.
6. APHIS maintains an agency wide network of collateral duty Hispanic Employment Program Managers (HEPMs). Currently, APHIS has a total of 12 part-time or collateral duty HEPM's.
7. APHIS continues to encourage all selecting officials to use all available resources to promote Hispanic candidates to management positions. There were a total of 42 promotions including management positions and the workforce has increased by 92 Hispanic employees.
8. APHIS continues its investment in and enhanced the ongoing partnership with four Centers of Excellence on 1890 Land Grant Universities' campuses. The Agency continues its support of the various initiatives generated through collaborative efforts of mutual interest with Tuskegee, Lincoln, Florida A&M Universities, and the University of Arkansas at Pine Bluff, and APHIS' strategic goals and objectives.
9. APHIS continues to be the forerunner in the Department for providing experiential leading experiences for student employees. APHIS employed 142 students under the Stay-In-School Program; recruited and hired 15 Summer Interns, 6 Native American students under the Washington Intern for Native Students (WINS) Program, 3 students under the Hispanic Association of Colleges and Universities (HACU) initiative, 1 high school student participant from the DC Summer Works Program, and 28 college students continue employment under the Student Career Experience Program (SCEP) of which, 12 are 1890 National Scholars.
10. APHIS has provided support and exemplified commitment for the partnership between USDA and the 1890 Land Grant Universities. The Agency continued it's funding of scholarship awards for 10 continuing National Scholars; and selected 2 new National Scholars during the FY 2002 competition which brings our total to 12 scholars.

11. APHIS sponsored a ground breaking meeting at Virginia State University with students, faculty, and members of the APHIS Disaster Response Arm. The purpose of this meeting was to prepare for and respond to the outbreaks of exotic animal diseases or domestic disasters involving animals.



## APHIS FEORP Accomplishments – FY 2002

- In FY 2002, the total number of permanent employees increased a net of 742 from 5,705 employees in FY 2001 to 6,447 employees in FY 2002. The total number of women in FY 2002 increased to 2,751 or 42.7% compared to 2389 or 41.9% in FY 2001. Minorities represented 2,107 or 32.68% of the total workforce in FY 2002 compared to 1,828 or 32.4% in FY 2001.

Comparison of Fiscal Years 2002 and 2001

Fiscal Year	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
FY 2002	2458	1875	259	404	639	307	306	136	31	25	6447*
FY 2001	2231	1638	231	347	582	272	241	104	28	23	5705*
NET CHANGE	+227	+237	+28	+57	+57	+35	+65	+32	+3	+2	+742

\* FY 2002 – Seven employees did not self identify  
FY 2001 – Eight employees did not self identify

- During FY 2002, the Administrator held a number of Civil Rights Conferences for Senior Level Managers and Supervisors. The sessions are as follows:

### **December 5, 2001**

“Growing Great People”

Presenter – Dr. Ben Bissell

### **January 16, 2002**

“Who Moved My Cheese”

Presenter – Juanita Smith

### **April 16, 2002**

“A Healthy Work Environment: A Practical Approach to Reducing EEO Complaints”

Presenter – Prince & Phelps Inc.

### **May 2, 2002**

Disability Awareness Training

Presenter – C.W. Hines

### **July 30 – August 1, 2002**

Alternative Dispute Resolution (ADR) Conference

Workshop Schedule:

- “New Approaches to ADR”  
Presenter – Marvin Johnson, Esq.

- "Reasonable Accommodation under the Rehabilitation Act/ADA"  
Presenter – Kenneth Grooms, Esq.
  - "Emotional Intelligence for Mediators"  
Presenter – Susan Shearouse
  - "Compensatory Damages, Attorney Fees, Settlement Agreements"  
Presenters – Attorney Advisors, Office of General Counsel, Civil Rights Divisions, USDA
- 
- The Administrator increased diversity in the Senior Executive positions.
  - The Administrator communicated his civil rights expectations to all employees by signing a Civil Rights Policy Statement on January 7, 2002. This document was mailed to all employees in the Leave and Earning Statement.
  - The Associate Assistant Secretary for Administration, the Animal and Plant Health Inspection Service, and the Office of Civil Rights, U.S. Department of Agriculture, have agreed to participate in a 2-year pilot Equal Employment (EEO) Compliant Investigations Processing System. The purpose of the 2-year pilot project is to reduce the inventory of formal EEO complaints pending investigation and to demonstrate the effectiveness and efficiency of the APHIS Civil Rights Enforcement and Compliance Staff in the administration of the EEO complaint processing program.
  - The ongoing APHIS Employment Complaints Reduction Initiative (1998-Present) resulted in the closure of 507 Employment Discrimination Complaints. Currently in FY 2002, 95 complaint closures, 94 complaint closures in FY 2001, 78 complaint closures in FY 2000, 97 complaint closures in FY 1999, and 143 complaint closures in FY 1998.
  - As of the 4th Quarter, FY 2002, APHIS had a total of 19 Program Complaints on file. This is a significant reduction compared to 41 Program Complaints on file in FY 2001. To date, APHIS has closed a total of 11 Program Complaints compared to a total of 43 Program Complaints closed in FY 2001.
  - APHIS held its 1<sup>st</sup> Annual EEO National Advisory Council Committee Meeting, June 11-13, 2002 in Riverdale, Maryland. The committee was comprised of "Chairs" of program EEO Advisory Committees at the Headquarters and Regional Levels. Items of discussion included: Employment issues related to recruitment, affirmative employment, program delivery, outreach, complaints reduction special programs and compliance reviews.



- In FY 2002, APHIS conducted 28 on-site/desk and follow-up compliance reviews (7 *on-site reviews* and 21 *desk reviews*). Eleven final reports were completed and the remaining 17 report will be completed by the end of the fiscal year. In addition to the 28 reviews that were conducted, APHIS plans to complete 14 additional reviews by the end of FY 2002.
- A total of 18 Civil Rights Impact Analyses were completed (16 *Title VI* and 2 *Title VII*) which include: Proposed Regulations, Office Consolidations and Realignments and the newly formed Center for Plant Health Science Technology and Biotechnology Division.
- APHIS developed procedures for civil rights compliance reviews for APHIS federally assisted and federally conducted programs. Included in those procedures were standardized reporting formats and grades to clearly outline the results of the compliance reviews and actions.

### **APHIS Native American Working Group** **FY 2002 Accomplishments and Activities:**

- APHIS is the lead agency for USDA to work on the Washington Interns for Native Students (WINS) program. In addition, APHIS has hired 6 WINS students this year (5 working for APHIS program areas and one for the Deputy Undersecretary for Marketing and Regulatory Programs).
- APHIS completed the first MOU and package for the Navajo Nation for a FIFRA Section 18 application (emergency labels). This is a first package of its kind in the country.
- APHIS held a joint meeting with the CDC Navajo and Hopi Nations to start looking at dog management problems including looking at rabies vaccinations for dogs that can not be handled or captured, and possible population control strategies.
- APHIS continues to manage the contract with the Intertribal Agriculture Council (IAC) for the 5 USDA Agencies (FSA, FAS, RMA, NRCSW, and APHIS) for outreach to Indian country and have representatives that serve on the management board for this contract.
- APHIS established a position in the Administrator's office to serve as liaison to the American Indian Community.



- APHIS started formal MOU's with the Navajo, Tohono O'Odham, Crow, Northern Cheyenne, Rocky Boy, Fort Belnap, Blackfeet, Salish, Kootenai, Fort Peck and Wind River Reservations.

**Cooperative Agreements and Grants:**

- Grant to the Navajo Nation for assistance with Spay and Neuter clinics as part of their dog management program.
- Seven grants to Tribes to work on emergency response efforts.
- Thirty-four cooperative agreements with Tribes for Homeland Security projects.
- Funding for Chronic Wasting Disease Surveillance with 50 Tribes.
- Grants and extensive technical assistance to the Nez Perce Nation for working on biological control agents.
- Funding and technical assistance to the Salish and Kootenai Nation for weed control research.

**FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS\***

RNO AND GENDER	GS 13 – 15		Senior Pay	
	#	%	#	%
Overall Total				
Total Men				
Total Women				
Total Blacks				
Black Men				
Black Women				
Total Hispanic				
Hispanic Men				
Hispanic Women				
Total Asian/Pacific Islanders				
Asian/Pacific Islander Men				
Asian/Pacific Islander Women				
Total Native Americans				
Native American Men				
Native American Women				

\*Information unavailable from Human Resources.

**FEORP: PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS\***

RNO AND GENDER	GS 1 - 4		GS 5 - 8		GS 9 - 12	
	#	%				#
Overall Total		100.0		100.0		100.0
Total Men						
Total Women						
Total Blacks						
Black Men						
Black Women						
Total Hispanic						
Hispanic Men						
Hispanic Women						
Total Asian/Pacific Islanders						
Asian/Pacific Islander Men						
Asian/Pacific Islander Women						
Total Native Americans						
Native American Men						
Native American Women						

\*Information unavailable from Human Resources.



**FEORP: PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS\***

RNO AND GENDER	GS 13 – 15		Senior Pay	
	#	%	#	%
Overall Total		100.0%		100.0%
Total Men				
Total Women				
Total Blacks				
Black Men				
Black Women				
Total Hispanic				
Hispanic Men				
Hispanic Women				
Total Asian/Pacific Islanders				
Asian/Pacific Islander Men				
Asian/Pacific Islander Women				
Total Native Americans				
Native American Men				
Native American Women				

\*Information unavailable from Human Resources.

